

Virginia Board of Bar Examiners

# Character & Fitness Questionnaire

## COVER PAGE

SAMPLE

**VIRGINIA BOARD OF BAR EXAMINERS**

Office of the Secretary  
2201 West Broad Street  
Suite 101

Richmond, Virginia 23220-2022  
804-367-0412

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Version 2.0

**CHARACTER & FITNESS QUESTIONNAIRE**Check One: ☐ Original ☐ Copy

In the Matter of the Application of  
**Jane Smith Doe**  
Candidate for Admission to the Practice of Law in Virginia

**EXPLANATION AND INSTRUCTIONS**

Before being issued a license to practice law in Virginia, each applicant is required by statute to produce to the Virginia Board of Bar Examiners evidence sufficient to satisfy the Board that the applicant is a person of honest demeanor and good moral character and possesses the requisite fitness to perform the obligations and responsibilities of a practicing attorney at law. Va. Code Ann. § 54.1-3925.1. The standards for making such evaluation are set forth in the Board's Rules and Supreme Court Regulations. Completion of the Character & Fitness Questionnaire is the first step in this process.

**You must answer each question on this Questionnaire fully and truthfully. Any omission, untruthful answer, or incomplete answer may result in your being denied the privilege of taking the bar examination and/or practicing law in Virginia.** If you have any doubts about whether any matter should be reported on this Questionnaire, **YOU SHOULD** report it. Any advice you seek or receive does not absolve you of responsibility for your response. If an omission is deemed material, such omission may result in the denial of licensure.

**If you are not sure of dates, times, places, or other information requested, it is your responsibility to consult the court, governmental agency, or other entity or person involved to obtain the accurate and complete information.**

**If the space provided for any answer is inadequate, complete your answer on a separate sheet, referencing the question to which it relates.** Affix your signature to each additional sheet you submit with the Questionnaire. Your answers to the completed Questionnaire must be verified before a Notary Public.

Until you are licensed, admitted and registered as a member of the Virginia State Bar, you have a continuing duty to report immediately the following, in writing, to the Virginia Board of Bar Examiners: any change in your personal, educational or professional status that may affect your standing relative to your character and fitness to practice law, including anything that would modify any of the responses on this Questionnaire or subsequent updates.

**Two (2) completed copies of this Questionnaire (the original and one photocopy), both with required attachments and both bearing your original signature** under oath or affirmation, must be submitted to the Secretary of the Virginia Board of Bar Examiners along with the appropriate fee, in accordance with the fee schedule currently in effect. An Application for Examination, Admission Without Examination, the Law Reader Program, or Military Legal Assistance Attorney **must be filed simultaneously** with this Character & Fitness Questionnaire. **You should keep a photocopy of your completed Character & Fitness Questionnaire for your personal records.**

- The filing deadline for the February Bar Exam is December 15 and for the July Bar Exam is May 10. Applications for Examination and Character & Fitness Questionnaires should be filed **no more than 90 days** prior to the filing deadline, but must be filed by the statutory filing deadline in accordance with § 54.1-3925.1 of the Code of Virginia.
- **I understand that this Questionnaire is NOT the application to take the Virginia Bar Examination and that I must file simultaneously an Application for Examination on the form prescribed by the Board of Bar Examiners, by the statutory filing deadline, IN ADDITION TO this Character & Fitness Questionnaire. \_\_\_\_\_ (Initial Here)**

Your completed Application, Questionnaire, fee, and all required attachments should be filed with:

Secretary, Virginia Board of Bar Examiners  
2201 West Broad Street, Suite 101 – Richmond, Virginia 23220-2022

**Section 1 – Personal Information**

- 1.1 Full legal name  
**Ms. Jane Smith Doe**  
Title First Name Middle Name Last Name Suffix
- YES** 1.2 Have you ever used or been known by any other name (other than a nickname), including but not limited to a legal name change, maiden name or former married name?  
Name Dates Type of Change  
**Jane Ann Smith 01/01/85 - 12/31/05 Marriage**
- 1.3 Last 4 digits of Social Security Number **9999**
- 1.4 Date of birth **January 1, 1985**
- 1.5 Place of birth **Richmond, Virginia**
- YES** 1.6 Were you born in a foreign country?  
(A) Please state at what age you came to the USA. Age **15**

**Section 2 – Citizenship**

- YES** 2.1 Are you a citizen of the United States?  
(A) **I claim citizenship by birth and attach a certified copy or legible photocopy of my birth certificate.**

**Section 3 – Driving Records/Motor Vehicle Reports**

- YES** 3.1 Are you currently licensed to operate a motor vehicle in any state?  
State Operator's License Number Year acquired  
**VA T12345678 2010**  
**ATTACH a current transcript (issued within the past 60 days) of your driving record from each state listed.**
- YES** 3.2 Other than your current state, have you held a license to operate a motor vehicle within the last five (5) years?  
State Operator's License Number Year acquired  
**NY Y98765432 2009**  
**ATTACH a transcript (issued within the past 60 days) of your driving record from each state listed.**

**Section 4 – Mailing Address**

- 4.1 Provide your **current mailing address**, including your telephone number.  
Street **123 Happy Street**  
Apt **Apt. 15**  
City **Richmond** State **VA** ZIP **23220**  
Daytime phone **(888) 849-3928** County **Henrico**  
Email address **janesdoe@gmail.com**  
From Month/Year **Mar 2012**

**YES 4.2** Do you reside at your current mailing address?

**4.3** Name and daytime telephone number of a person who does not reside with you, but could assist the Board in contacting you.

Name

Relationship

Phone

**John Smith****Father****(804) 555-9191**

**YES 4.4** Since your 18th birthday or for the past ten (10) years, whichever period is shorter, have you lived at any other addresses other than your current mailing address?

List all addresses (permanent and temporary) where you have lived since your 18th birthday or for the past ten (10) years, whichever period is shorter. For each residence, list the exact address, together with the month and year of the beginning and ending dates.

<b>1.</b>	From Month/Year	<b>Aug 2003</b>	To Month/Year	<b>Mar 2012</b>
	Street	<b>999 Brooklyn Park Boulevard</b>	Apt	
	City	<b>Brooklyn</b>	State	<b>NY</b>
	County	<b>Manchester</b>	ZIP	<b>11205</b>

## Section 5 – Marital Status

**5.1** Indicate your marital status. **Divorced**

**YES 5.2** Have you had a marriage terminated by divorce, annulment, dissolution, or any other legal termination or separation?

**NO 5.3** Have you ever been or are you currently under any obligation to pay alimony?

**YES 5.4** Have you ever been or are you currently under any obligation to pay child support?

## Section 6 – Education

**YES 6.1** Did you graduate from high school?

**(A)** Provide the name of the high school from which you graduated and the date of your graduation.

Name of High School

Graduation Month

Graduation Year

**Richmond City High School****June****2003**

**YES 6.2** Have you attended any colleges, universities, trade schools, or other post-high school educational facilities, other than law school?

List all colleges, universities, trade schools, or other post-high school educational facilities (except law school) you have attended. Give the name and complete address of the registrar's office for each facility (including ZIP Code), the period of attendance (from and to dates), degree type and date received.

<b>1.</b>	School Name	<b>Brooklyn University</b>		
	Street	<b>16 Registrar Drive</b>		
	Street 2	<b>Suite 202</b>		
	City	<b>Brooklyn</b>	State	<b>NY</b>
	From Month/Year	<b>Sep 2003</b>	Degree	<b>Bachelor of Science</b>
	To Month/Year	<b>May 2008</b>	Degree Date	<b>May 5, 2008</b>

**YES 6.3** Have you attended law school?

List all law schools you have attended. Enter the name and complete registrar's office address of the law school (including ZIP Code), the period of attendance (from and to dates), and degree type and date received.

1.	School Name	<b>Brooklyn Law School</b>		
	Street	<b>250 Joralemon Street</b>		
	Street 2			
	City	<b>Brooklyn</b>	State	<b>NY</b>
			ZIP	<b>11201</b>
	From Month/Year	<b>Aug 2008</b>	Degree	<b>Juris Doctorate</b>
	To Month/Year	<b>Jan 2011</b>	Degree Date	<b>January 15, 2011</b>

## Section 7 – Academic Conduct

**YES 7.1** Have you ever been academically, administratively or otherwise disciplined, placed on probation, suspended, expelled, requested to terminate your enrollment, or allowed to resign in lieu of disciplinary action at any college, university, law school, trade school or any other post-high school educational facility?

**(A)** Please give the name and address of the institution, a description of the alleged violation and any action by the institution, the date of the action and a full explanation of the reasons for such action.

**I was on academic suspension for one semester while in college due to poor grades**

**NO 7.2** Have you ever been charged with violating the honor code of any educational facility (regardless of the disposition of the charge)?

**NO 7.3** Have you ever been accused or investigated, or are you currently under investigation, for improper conduct or alleged cheating on a standardized test?

## Section 8 – Military Service

**NO 8.1** Have you ever been rejected for service in any branch of the Armed Forces of the United States?

**YES 8.2** Are you or have ever been a member of the Armed Forces of the United States, its Reserve components, or the National Guard?

**8.3** Please indicate all the branches you have served.

1.	Type of Service	<b>National Guard - Army</b>
	Dates of Service	<b>June 10, 2006 to May 31, 2009</b>
	Rank	<b>E4</b>
	<b>(A)</b>	Please indicate your discharge status: <b>I received an Honorable Discharge</b>

**Attach a copy of REPORT OF SEPARATION, FORM DD214, to your completed Questionnaire.**

**NO 8.4** While serving in the Armed Forces of the United States, were you ever a defendant in any courts-martial?

## Section 9 – Employment/Unemployment History

- 9.1 Employment Details** – Detailed information for each period of the employment/unemployment is required.

**All information must be accurate and complete or your character and fitness investigation will be delayed.**

Beginning with your current or most recent employment and going back ten (10) years, or since the age of 18, whichever is less, provide a complete list of your employment. **All periods of time must be accounted for.**

For each **employment, self-employment, volunteer work or academic credit** you must provide the following:

- Beginning and ending dates (month/year).
- The name of each employer, business, association or enterprise, and your position.
- Employer's **current mailing address** (including ZIP Codes, phone and fax numbers).
- Department and/or Supervisor
- Reason for leaving

If you were **self-employed or your employer is no longer in business**, provide the following:

- A verifying reference (i.e., supervisor, owner, client, etc.) who can substantiate your employment or self-employment information.
- Verifying reference's **current mailing address** (including ZIP Codes, phone and fax numbers).
- How you know the verifying reference (i.e., co-worker, boss, client, owner, etc.).
- How long you have known the verifying reference.

For each period of **unemployment** you must provide the following:

- Beginning and ending dates (month/year) of each period of unemployment.
- Reason for unemployment, (i.e., in school, studying for bar exam, etc.).

**All information must be current and accurate.**

<b>1.</b>	Employment Type <b>Employed</b> Employer <b>Jones, Jones &amp; Jones</b> Street <b>123 Main Street</b> City <b>Richmond</b> Phone Number <b>(804) 555-1212</b> Position <b>Associate</b>	From Month/Year <b>Jun 2012</b>  State <b>VA</b> Fax Number <b>(804) 555-1213</b> Supervisor or Department <b>Mr. Jones</b>	To Month/Year <b>Present</b> Is employer still in business? <b>YES</b> ZIP <b>23220</b>
<b>2.</b>	Employment Type <b>Unemployed</b> Reason for unemployment <b>In School</b>	From Month/Year <b>Jan 2003</b>	To Month/Year <b>Jun 2012</b>

- YES 9.2** Have you ever been terminated by any employer?  
**(A)** Please identify the employer's name, address, date of termination, and reason for termination.  
**Was terminated from employment at Hills Department Store, 100 State Street, Richmond, VA while in high school (summer of 2001) due to my car breaking down and not being able to arrive on time.**
- NO 9.3** Have you ever been asked to resign or been given the choice of resigning in lieu of being terminated by any employer?

**Section 10 – Bar Exam Information**

- YES 10.1** As a law student, have you ever applied to be eligible to participate in clinical education or third-year-practice program(s)?

(A) Please list the jurisdiction(s) and date (Month/Year).

**New York on Jan 2011**

- NO 10.2** Some states require law students to pre-register to take their bar exam and/or to seek character and fitness certification. Have you ever registered as a law student or sought character and fitness certification as a law student?

- YES 10.3** Are you currently or have you ever been admitted or licensed to practice law in any jurisdiction (i.e., any state or territory of the United States, or the District of Columbia)?  
List ALL jurisdictions where you are or have ever been admitted.

Jurisdiction	Application Date	Application Type	Admission Status	Admission Date	Proof of Good Character required?
<b>New York</b>	<b>Jan 2011</b>	<b>Exam</b>	<b>Active</b>	<b>June 21, 2011</b>	<b>YES</b>
<b>Massachusetts</b>	<b>Jan 2011</b>	<b>Exam</b>	<b>Inactive</b>	<b>June 15, 2011</b>	<b>YES</b>

- YES 10.4** Have you ever applied for admission to practice law in any jurisdiction (including Virginia) where the outcome resulted in your NOT being admitted (i.e. failed, denied, pending, withdrawn, etc.) to the bar of such jurisdiction (even if you were later admitted)?  
List the dates, type and status of each and every application which resulted in your not being admitted.

Jurisdiction	Application Date	Application Type	Application Status	Proof of Good Character required?
<b>New Jersey</b>	<b>Feb 2014</b>	<b>Exam</b>	<b>Pending*</b>	<b>YES</b>
Explanation for Pending* application status: <b>Taking July 2014 exam concurrently with Virginia</b>				

- NO 10.5** Have you ever been denied permission to take the bar examination in any jurisdiction?
- NO 10.6** Have you ever been denied admission to the practice of law in any jurisdiction, other than for failure to pass the bar examination? This should include any adverse decisions, negative recommendations, or any contingencies concerning licensure, whether final or otherwise.
- NO 10.7** Have you ever submitted an application, applied for, or held a license or certificate (e.g., CPA, real estate broker, physician, patent practitioner, etc.) which required proof of good character, other than the applications for bar admissions?

**Section 11 – Unauthorized Practice**

- NO 11.1** To your knowledge, has your conduct ever been questioned with reference to the unauthorized practice of law?
- YES 11.2** To your knowledge, have you ever been employed or otherwise connected with any person, firm or corporation whose conduct was questioned on the subject of unauthorized practice of law while you were so employed or connected?  
(A) Please set forth all facts and circumstances.

**Jones, Jones & Jones was investigated for unauthorized practice of law in the District of Columbia. Allegations were unfounded and no UPL was found to have taken place.**

**Section 12 – Professional Discipline**

- NO 12.1** Have you ever been suspended, censured, reprimanded, disqualified or otherwise disciplined as a member of any profession?
- NO 12.2** Have you ever been removed from any office, public or private, because of conduct reflecting upon your character, or have any charges been made or filed, or proceedings instituted against you because of conduct reflecting on your character?
- NO 12.3** Have there ever been or are there now pending any charges, complaints or grievances (formal or informal) concerning your conduct as a member of any profession or as a holder of public office?

**Section 13 – Legal Proceedings (Civil and Criminal)**

Legal Proceedings - The following questions must be answered fully, regardless of bond forfeitures, dismissals or similar termination, including charges that were not prosecuted. Nondisclosure of a criminal charge is allowable only when the charge has been expunged or sealed in accordance with applicable state law.

*Expunged and Sealed Offenses:* While expunged or sealed offenses, arrests, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, or citation has, in fact, been expunged or sealed. It is highly recommended that you obtain a copy of the Court Order expunging or sealing the record in question. Failure to reveal an offense, arrest, or citation that has not, in fact, been expunged or sealed, raises questions related to truthfulness in addition to questions regarding the offense itself.

- YES 13.1** Are you presently or have you ever been a party to or otherwise involved (except as a witness) in any civil or administrative action or legal proceeding?

**(A)** Please set forth all details, facts and circumstances of such proceeding. Regardless of the final outcome of any such proceeding, give the case name, case number, court name and address, description of the allegations, outcome, attorney's name and address.

**Jane Smith Doe v. James Alan Doe**

**Case No. 38292**

**Circuit Court of City of Richmond, John Marshall Courts Bldg, Richmond, VA 23219**

**May 15, 2013**

**Divorce Case - Irreconcilable Differences**

**No Legal Counsel**

**John Doe v. Jane Doe**

**Case #JD2321**

**Juvenile and Domestic Relations Court, City of Richmond, John Marshall Courts Bldg, Richmond, VA 23219**

**Action for Child Support**

**No Legal Counsel**

**I was ordered to pay child support and court proceedings have been closed.**

- NO 13.2** Are you presently or have you ever been a party to or otherwise involved (except as a witness) in any action or legal proceeding in a juvenile court?



**YES 13.3** Are you presently or have you ever been a party to or otherwise involved (except as a witness) in a criminal or quasi-criminal action or legal proceeding (whether involving a felony, misdemeanor, minor misdemeanor, or any traffic offense or infraction, including charges which did not require your appearance in court);

### 1. Criminal/Quasi-Criminal

Date of Incident or time period **June 6, 2010** Felony? **NO**  
 Offense initially charged **Speeding**  
 Facts and circumstances, in detail, leading up to charge **Speeding on Interstate 95 coming to New York from Richmond. Was charged with going 85 in a 70 MPH zone**  
 Location of Offense (City) **Baltimore** State **MD**  
 Was a court appearance required? **NO**  
**No Court Appearance**  
 Disposition **Paid fine**  
 Paid To **Baltimore County Court**  
 Amount Paid **\$165** Date Paid **August 2010**

### 2. Criminal/Quasi-Criminal

Date of Incident or time period **May 5, 2008** Felony? **YES**  
 Felony documentation required **You must obtain a copy of the original warrant of arrest, indictment and all final sentencing orders and attach them to this Questionnaire.**  
 Offense initially charged **Possession of Marijuana with Intent to Distribute**  
 Facts and circumstances, in detail, leading up to charge **Was at a sorority party in college and the police were called due to noise. When they arrived, they entered our sorority house and found marijuana. All girls who lived in the house were charged with possession of marijuana**  
 Location of Offense (City) **New York City** State **NY**  
 Was a court appearance required? **YES**  
**Court Appearance**  
 Your name at time of charges **Jane Ann Smith**  
 First court appearance date **July 22, 2008** Final conviction/disposition date **July 22, 2008**  
 Name of Court **Brooklyn Circuit Court**  
 Division of Court **Division I**  
 Court Address **1900 Courts Drive**  
 City **Brooklyn** State **NY** ZIP **11209**  
 Docket Number **CD 43219**  
 Plea **Not Guilty**  
 Disposition **NoI Prosed**  
 Sentence **No Sentence - all charges dropped because the judge ruled that the search and seizure was illegal**

## Section 14 – Additional Legal Proceedings

**NO 14.1** Other than provided in Section 13 - Legal Proceedings (Civil and Criminal), have you ever been summoned for a violation of any other statute, regulation or ordinance?

**YES 14.2** Do you have any outstanding or unpaid fines, court costs, or tickets, including those for traffic or **past-due** parking violations?

**(A)** Please provide type of fine, location of violation and set forth all facts and circumstances.

**I have disputed unpaid parking tickets in New York. I am working on resolving this issue with New York City**

- NO 14.3** Have you ever been removed, resigned, or asked to resign as a guardian, executor, administrator, trustee, or other fiduciary?
- NO 14.4** Have you ever been granted immunity from prosecution?
- YES 14.5** Have you ever been cited or arrested for contempt of court for any reason, including, but not limited to, failure to appear as a witness or answer a subpoena or jury summons?  
**(A)** Please set forth all facts and circumstances.

**I was cited for contempt of court because the day on my subpoena was inaccurate. Once I showed the court my subpoena, they dropped the contempt of court charge.**

- YES 14.6** Has your driver's license ever been revoked or suspended within the last ten (10) years?  
**(A)** Please provide date(s) of each suspension and set forth all facts and circumstances.

**Failed to provide proof on insurance to the DMV and they suspended my license until I provided such proof**

## Section 15 – Credit Information

- 15.1** ALL APPLICANTS: You must attach ONE (1) current credit report meeting the following criteria:
- Obtained from Experian, Equifax OR TransUnion ONLY
  - Dated within sixty (60) days of the date of filing this questionnaire
  - Credit summary or profiles are NOT acceptable. A FULL credit report is required.

- NO 15.2** Within the last seven years, have you had a credit card revoked?

- YES 15.3** Currently, do you have any debts that are more than 90 days **past due**, including student loans? This should include current claims, settlement offers, payment plans in effect with any creditor or taxing authority (local, state, or federal).  
**(A)** Please set forth a narrative explanation of the facts in detail. List the Creditor's Name, Current Address and your Account Number. If any court or agency proceedings were involved, state the names, case numbers and dates of all court or agency proceedings; the dispositions made thereof; the names and addresses of the courts or agencies in which the records may be found; and the name and address of your legal counsel in each proceeding(s). Where applicable, a copy of the court order should be submitted.

**I have a disputed with a previous cell phone carrier and I have not paid the final bill. We are still in negotiation over this matter and no court action has been filed.**

- NO 15.4** Have you any unsatisfied judgments against you?

- YES 15.5** Have you ever filed or been the subject of a petition in bankruptcy?  
**(A)** Please attach a copy of your bankruptcy petition, including a copy of all schedules and discharge of debt.  
Provide in full detail all facts and circumstances leading to your insolvency.

**My ex-husband and I got into final difficulty while I was attending law school and with the birth of our first child. The expenses of everyday life became unbearable and we had to file bankruptcy to protect us from the outrageous amount of our medical bills because we did not have medical insurance.**

- NO 15.6** Have you ever been the subject of a trusteeship, receivership, wage attachment, or garnishment proceeding?
- NO 15.7** Have you ever been engaged in business as an owner or been a director, an officer, a partner, a more than five percent shareholder, or a joint venturer in any business enterprise?

## Section 16 – Student Loans

- YES 16.1** Have you ever applied for or obtained a Student Loan?  
Provide details for all student loans you have ever obtained. Include all student loans, whether guaranteed or not, from whatever source, whether paid in full, in repayment or not yet in repayment. Student loan information may be grouped and the total amount listed if the lender and account numbers are identical or if your loans have been consolidated. Note: Documentation regarding your student loans from other sources will not be accepted; you must provide the information in the format provided below.

1.	Creditor's Name	<b>US Student Loan Lender</b>		
	Complete Mailing Address - Street	<b>100 North Avenue</b>		
	City	<b>Washington</b>	State	<b>DC</b>
	Account Number	<b>999999999</b>	Original Loan Amount	<b>\$45,000.00</b>
	Date Began/To Begin Payment	<b>Jun 2012</b>	Repayment Status	<b>In Repayment</b>

- NO 16.2** Have you ever defaulted on any student loan? (Answer yes even if the debt is now satisfied)

## Section 17 – References

- 17.1** Please list below three non-relative character references, residing in the United States, who know you well.

Name	<b>Alan Jones</b>	Occupation	<b>Lawyer</b>
Street	<b>123 Main Street</b>	How Long Known	<b>10 years</b>
City	<b>Richmond</b>	State	<b>VA</b>
		ZIP	<b>23220</b>
Name	<b>Professor Plum</b>	Occupation	<b>Professor</b>
Street	<b>Brooklyn University, 16 Registrar Drive</b>	How Long Known	<b>8</b>
Street 2	<b>Suite 500</b>		
City	<b>Brooklyn</b>	State	<b>NY</b>
		ZIP	<b>11205</b>
Name	<b>Judge Hope Carr</b>	Occupation	<b>Judge</b>
Street	<b>100 Monumental Drive</b>	How Long Known	<b>5</b>
City	<b>Brooklyn</b>	State	<b>NY</b>
		ZIP	<b>11208</b>

## Section 18 – Security Clearance

- NO 18.1** To your knowledge, have you ever been denied a security clearance or has a security clearance previously granted to you ever been revoked?

**Section 19 – Health Matters**

The following inquiries address recent mental health and chemical or psychological dependency matters. The purpose of such inquiries is to determine the current fitness of an applicant to practice law. The mere fact of treatment for mental health problems or chemical or psychological dependency is not, in itself, a basis on which an applicant is ordinarily denied admission in Virginia, and the Board of Bar Examiners regularly licenses individuals who have demonstrated personal responsibility and maturity in dealing with mental health and chemical or psychological dependency issues. The Board encourages applicants who may benefit from treatment to seek it.

On occasion a license is denied or deferred when an applicant's ability to function is impaired in a manner relevant to the practice of law at the time that the licensing decision is made, or when an applicant demonstrates a lack of candor by his or her responses. This is consistent with the public purpose that underlies the licensing responsibilities assigned to the Board of Bar Examiners. Further, each applicant is responsible for demonstrating that he or she possesses all the qualifications to practice law.

The Board does not, by its questions, seek information that is fairly characterized as situational counseling. Examples of situational counseling include stress counseling, domestic counseling, grief counseling, and counseling for eating or sleeping disorders. Generally, the Board does not view these types of counseling as germane to the issue of whether an applicant is qualified to practice law.

- YES**    **19.1**    Have you ever been chemically or psychologically dependent upon any drug, including alcohol?  
**(A)**    Please provide full explanation.

**While in school and trying to raise a child I used amphetamines. The constant use became a problem in my marriage and I quit using them over four years ago.**

- NO**            **(B)**    Have you ever sought or been directed to seek treatment for your dependency on any drug, including alcohol?

- NO**    **19.2**    Within the past five (5) years, have you been diagnosed with or have you been treated for any of the following: schizophrenia or any other psychotic disorder, delusional disorder, bipolar or manic depressive mood disorder, major depression, antisocial personality disorder, or any other condition which impaired your behavior, judgment, understanding, capacity to recognize reality, or ability to function in school, work, or other important life activities? If you are uncertain of a diagnosis, it is your responsibility to check with your licensed healthcare professional.

- NO**    **19.3**    Do you currently have any condition or impairment, including, but not limited to, (1) any related to substance or alcohol abuse or (2) a mental, emotional, or nervous disorder or condition not previously reported, which in any way affects, or if untreated could affect, your ability to perform any of the obligations and responsibilities of a practicing lawyer in a competent and professional manner? "Currently" means recently enough so that the condition could reasonably have an impact on your ability to function as a practicing lawyer.

**Section 20 – Health Legal Issues**

- 20.1**    Within the past ten (10) years, have you ever raised the issue of consumption of drugs or alcohol or the issue of a mental, emotional, nervous or behavioral disorder/condition as a defense, mitigation, or explanation for your actions in the course of any of the following:

- NO**            **(A)**    Administrative proceeding or investigation?

- NO**            **(B)**    Judicial proceeding or investigation?

- NO**            **(C)**    Probation, suspension or dismissal by an educational institution?

- 20.2** Within the past ten (10) years, has the issue of drugs or alcohol or the issue of a mental, emotional, nervous or behavioral disorder/condition brought about a termination, proposed termination, request to resign, or any other disciplinary action by any of the following:

**YES**

**(A)** Educational institution?

Please furnish a thorough explanation including pertinent names, addresses, dates, and references to records, as appropriate.

**When our sorority was charged with possession of marijuana we were subject to school disciplinary action which the school delayed pending the outcome of the case. When the case was dropped, the school also dropped their disciplinary action against us.**

**NO**

**(B)** Employer?

**NO**

**(C)** Government agency?

**NO**

**(D)** Professional organization?

**NO**

**(E)** Licensing authority?

**Section 21 – Handwriting Sample**

***In your own handwriting***, write the following:

I understand and acknowledge that my application for admission to the Bar of Virginia is a continuing process and that I have an obligation to inform the Board of Bar Examiners, promptly and in writing, of any change in any of the information I have provided in this Questionnaire and in any attachment hereto. I agree to cooperate fully by furnishing any supplemental information requested by the Board or the Character & Fitness Committee (and the agents thereof) so that the Board and the Committee will have all information relevant to my character and fitness to practice law when making a decision on my application.

Failure to respond promptly to requests for information violates Section III, 2(N) of the Rules of the Virginia Board of Bar Examiners and could delay the processing of my Character & Fitness application. Any delay without cause may affect the consideration of my Character & Fitness.

Until I am licensed, admitted and registered as a member of the Virginia State Bar, I must immediately report the following, in writing, to the Virginia Board of Bar Examiners: any change in my personal, educational, or professional status that may affect my standing relative to my character and fitness to practice law. This includes anything that would modify any of the responses on this Questionnaire or subsequent updates.

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Print Name of Applicant

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Signature of Applicant

## Authorization and Release Form

I, Jane Smith Doe,  
Full Legal Name

born, Richmond, Virginia on, January 1, 1985  
Place of Birth Date of Birth

In furtherance of my application for admission to the Bar of Virginia, I do hereby swear or affirm that I have read the foregoing document and have answered all questions fully and frankly. The answers are complete and true of my own knowledge. I hereby (a) authorize and request every person, firm, corporation, association, court, school, college, university, other educational institution, governmental and law enforcement and other agencies, including healthcare professionals and institutions, having control of any documents, records or other writing, or having other information pertaining to me (including but not limited to educational records as defined in 20 USC § 1232g; confidential records; medical records and records concerning advice, care or treatment provided to me; files of bar associations or disciplinary agencies regarding charges or complaints filed against me, formal or informal, pending or closed, or other pertinent data) to furnish to the Virginia Board of Bar Examiners and its agents or representatives, including the Virginia Board of Bar Examiners, any such writings and information the Board believes may relate to my moral character, professional reputation, and/or fitness to engage in the practice of law, and to permit the Board and any of its agents or representatives to inspect and make copies of such documents, records, and other writings; (b) agree that all information provided by this application, and all other information received by the Board and believed by it to have a bearing upon my moral character, professional reputation, and/or fitness to engage in the practice of law, may be released by the Board at any time, and without liability to the Board, its members, agents, or other representatives, to any investigatory or regulatory body or agency having jurisdiction over admission to the bar or the discipline of lawyers, when such release is considered to be reasonably needed by such body or agency in response to its inquiry relating to my moral character, professional reputation, and/or fitness to engage in the practice of law; and (c) agree that the foregoing shall remain in effect for any future examination for which I may make application to the Virginia Bar. I release the National Conference of Bar Examiners and any person furnishing information in the course of the investigation of my character, professional reputation, and/or fitness to engage in the practice of law from all liability of any kind arising out of the furnishing of such information and documents. **Since this is a continuing Questionnaire**, I will submit such additional affidavits, documentation, or information as may be requested or as may be required by any change in my situation up to the date of my appearance before the Supreme Court of Virginia to be administered the oath of an attorney and counselor at law. I recognize and acknowledge that making a materially false statement in, or failing to disclose a material fact requested in connection with an application for admission to the bar is a violation of Rule 8.1, Virginia Rules of Professional Conduct. **A photocopy of the foregoing authorization shall be as valid as an original.**

\_\_\_\_\_  
Signature of Applicant

Commonwealth/State/District of \_\_\_\_\_

County/City of \_\_\_\_\_

I, a Notary Public of such County/City, certify that on this day personally appeared before me

Jane Smith Doe

who thereupon made oath that all statements contained in this application are true and complete.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

My commission expires on \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

Registration Number (if applicable) \_\_\_\_\_

NOTARY SEAL (must be affixed)